



MALINENI LAKSHMAIAH WOMEN'S ENGINEERING COLLEGE (AUTONOMOUS)

(Accredited by "NBA" & NACC A* Grade | Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)
Pulladigunta (Vil), Vatticherukuru (Md), Prathipadu Road, Guntur - 522 017 A.P.



No. MLEW/Admn/IQAC/2024/1

Date: 02-09-2024

OFFICE ORDER

SUB: Constitution of Internal Quality Assurance Cell (IQAC) Reg.

It is informed that Internal Quality Assurance Committee (IQAC) was formed for the academic year 2024-25 for guiding, monitoring quality assurance and quality enhancement activities of the college. The following are the members of the Committee w.e.f. 02-09-2024.

Committee Members of Internal Quality Assurance Cell

| S.No. | Name | Designation | Composition | Role of Member |
|-------|------------------------|---|-------------------------------|----------------|
| 1. | Dr. J. Appa Rao | Principal | Head of the Institution | Chairman |
| 2. | Dr. D. Vijaya Saradhi | HOD, ECE Dept. | Faculty Representatives | Member |
| 3. | Dr. G. Ramaswamy | HOD, CSE Dept. | | Member |
| 4. | Dr. K. Sunitha | HOD, IT Dept. | | Member |
| 5. | Dr. A.S.K. Chaitanya | HOD, S&H Dept. | | Member |
| 6. | Dr. N. CharlesJayaRao | HOD, AI&DS | | Member |
| 7. | Prof. N. HariKrishna | HOD, CSE(DS) | | Member |
| 8. | Dr. D. Ravi Kiran | HOD, CSE(AI&ML) | | Member |
| 9. | Dr. K. Swetha | T.P.O | | Member |
| 10. | Mrs. M. Madhurima | Controller of Finance, MLEW | Management Representative | Member |
| 11. | Dr. K. Gouthami | Professor, Dean R&D | Senior Administrative Faculty | Member |
| 12. | Dr. P. Srinivasa Rao | Professor, S&H Dept. | | Member |
| 13. | Mrs. M. Prathyusha | Assistant Professor | Female faculty Representative | Member |
| 14. | Mr. K.SrinivasaRao | Private Employer | Nominee from Local Society | Member |
| 15. | Mrs. Thirupathamma | Secretary, Alumni Association | Nominee from Alumni | Member |
| 16. | Mr. Santhosh Chaluvadi | CEO, Supraja Technologies, Pvt.Ltd., Vijayawada | Nominee from Employers | Member |

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|-----|--------------------------------|---|---------------------------|------------------|
| 17. | Mr.Parvathaneni Madhusudhan | Director & CEO Madblocks Technology Pvt. Ltd., Vijayawada | Nominee from Industry | Member |
| 18. | Garine Bhanu Sri Suvani | Student | Student Representative | Member |
| 19. | P Lakshmi Pravallika | Student | Student Representative | Member |
| 20. | V Pallavi | Student | Student Representative | Member |
| 21. | Dr. Chiluka Ramesh | Professor, ECE | Coordinator of IQAC | Member Secretary |


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PULLADIGUNTA, QUINTUR-520017.

Copy to:

1. Chairman
2. All members concerned
3. All HODs
4. Admin office
5. All Notice Boards
6. Exam cell
7. PD/Library

Objectives

The primary aim of IQAC is,

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies:

IQAC shall evolve mechanisms and procedures for,

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- Sharing of research findings.

Functions & Responsibilities:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining enhancing the institutional quality;
- Development of Quality Culture in the institution;
- Preparation of the Annual Quality Assurance Report (AQAR) which is need to be submitted to NAAC.

Benefits:

IQAC will facilitate,

- Ensure highest level of clarity and focus in institutional functioning towards quality enhancement.
- Ensure internalization of the quality culture.
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
- Provide a sound basis for decision-making to improve institutional functioning.
- Act as a dynamic system for quality changes in the institution.
- Build an organized methodology of documentation and internal communication.



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Pulladigunta (Vil), Vatticherukuru (Md), Prathipadu Road, Guntur – 522 017 A.P.



Ref no.: MLEW/2024-25 /IQAC

Date: 28-10-2024

CIRCULAR

It is hereby informed that a meeting of the IQAC will be convened today, 28th October, 2024, at 2.00 PM in Board Room.

All IQAC members are requested to make it convenient to attend the meeting. The agenda for the meeting is as follows:

Agenda

1. **Confirmation of the Minutes of the Previous Meeting**
2. **Review of Action Taken Reports (ATR)**
3. **Academic Quality Assurance**
 - Student performance and teaching-learning review
 - Outcome-Based Education (OBE) framework status
4. **Faculty Development Programs**
 - Training programs, workshops, and research initiatives
5. **Student Support and Progression**
 - Feedback review, counseling, and mentoring
6. **Infrastructure Development Updates**
 - Infrastructure needs and green initiatives
7. **Research and Development Initiatives**
 - Ongoing projects, publications, and funding opportunities
8. **Strengthening Industry-Institute Interaction**
 - MOUs, internships, and guest lectures
9. **Quality Enhancement Strategies**
 - Accreditation status updates NBA and NIRF ranking
10. **Feedback Mechanism and Analysis**
 - Stakeholder feedback review and action plan
11. **Documentation and Reporting**
 - Annual Quality Assurance Report AQAR- 2023-24 preparation
12. **Planning for the Next Academic Year**
 - Setting objectives, targets, and finalizing the academic calendar
13. **Any Other Matters with the Permission of the Chair**


IQAC Coordinator


Principal

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Copy to:

1. Principal, MLWEC
2. Committee members



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Ref: MLEW/IQAC/2024-25/ MoM/1

Date: 28-10-2024

Minutes of Meeting of the Internal Quality Assurance Cell (IQAC)

(A.Y. 2024-2025)



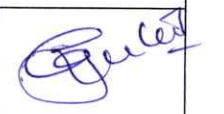
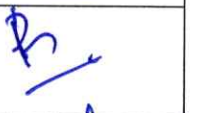
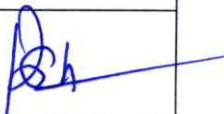
Date: 28-10-2024, Time: 2.00 PM to 4.00 PM, Venue: Board Room.

Agenda

1. Confirmation of the Minutes of the Previous Meeting
2. Review of Action Taken Reports (ATR)
3. Academic Quality Assurance
4. Faculty Development Programs
5. Student Support and Progression
6. Infrastructure Development Updates
7. Research and Development Initiatives
8. Strengthening Industry-Institute Interaction
9. Quality Enhancement Strategies
10. Feedback Mechanism and Analysis
11. Documentation and Reporting
12. Planning for the Next Academic Year
13. Any Other Matters with the Permission of the Chair

Members Present

| S.No. | Name | Designation | Composition | Role of Member | Sign |
|-------|-----------------------|---------------|-------------------------|----------------|------|
| 1. | Dr. J. Appa Rao | Principal | Head of the Institution | Chairman | |
| 2. | Dr. D. Vijaya Saradhi | HOD,ECE Dept. | Faculty Representatives | Member | |
| 3. | Dr. G. Ramaswamy | HOD,CSE Dept. | | Member | |
| 4. | Dr. K. Sunitha | HOD, IT Dept. | | Member | |
| 5. | Dr. A.S.K. Chaitanya | HOD,S&H Dept. | | Member | |
| 6. | Dr. N. CharlesJayaRao | HOD, AI&DS | | Member | |
| 7. | Prof. N. HariKrishna | HOD,CSE(DS) | | Member | |

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| 8. | Dr. D. Ravi Kiran | HOD,CSE(AI&ML) | | Member |  |
| 9. | Dr. K. Swetha | T.P.O | | Member |  |
| 10. | Mrs. M. Madhurima | Controller of Finance, MLEW | Management Representative | Member | M. Madh |
| 11. | Dr. K. Gouthami | Professor, Dean R&D | Senior Administrative Faculty | Member |  |
| 12. | Dr. P. Srinivasa Rao | Professor, S&H Dept. | | Member |  |
| 13. | Mrs. M. Prathyusha | Assistant Professor | Female faculty Representative | Member | M. Prathyusha |
| 14. | Mr. K.SrinivasaRao | Private Employer | Nominee from Local Society | Member | Sris |
| 15. | Mrs. Thirupathamma | Secretary, Alumni Association | Nominee from Alumni | Member | Thirupathamma |
| 16. | Mr. Santhosh Chaluvadi | CEO, Supraja Technologies,Pvt.Ltd., Vijayawada | Nominee from Employers | Member | Ch. Santhosh |
| 17. | Mr.Parvathaneni Madhusudhan | Director & CEO Madblocks Technology Pvt. Ltd., Vijayawada | Nominee from Industry | Member | P. Madh |
| 18. | Garine Bhanu Sri Suvani | Student | Student Representative | Member | G. Bhanu Sri Suvani |
| 19. | P Lakshmi Pravallika | Student | Student Representative | Member | P. Lakshmi Pravallika |
| 20. | V Pallavi | Student | Student Representative | Member | V. Pallavi |
| 21. | Dr. Chiluka Ramesh | Professor, ECE | Coordinator of IQAC | Member Secretary |  |

Agenda Points Discussed and Resolutions

1. Confirmation of the Minutes of the Previous Meeting

- The minutes of the previous meeting held on 21st March, 2024 were reviewed and approved without amendments.

2. Review of Action Taken Report (ATR)

- The ATR was presented, highlighting completed actions, including the successful implementation of new teaching-learning methodologies and completed workshops for faculty.

3. Academic Quality Assurance

- **Student performance and teaching-learning review:**
 - The academic performance of students in recent assessments was analyzed. Departments were advised to provide remedial classes for academically weak students.
- **Outcome-Based Education (OBE) framework status:**
 - Progress on aligning Course Outcomes (COs) and Program Outcomes (POs) was discussed. A timeline for complete OBE implementation was finalized.

4. Faculty Development Programs

- Plans for conducting workshops on emerging technologies, research methodologies, and pedagogy were discussed. Faculty were encouraged to participate in FDPs and submit proposals for research funding.

5. Student Support and Progression

- **Feedback review:** Student feedback on teaching was analyzed, and actionable points were identified.
- **Counseling and mentoring:** A structured mentoring program was proposed to address academic and emotional well-being.

6. Infrastructure Development Updates

- Requirements for new lab equipment and additional classroom facilities were discussed. A proposal for implementing green initiatives, including energy-efficient lighting, was approved.

7. Research and Development Initiatives

- Updates on ongoing research projects and publications were shared. Members discussed strategies to improve research output and collaboration with funding agencies.

8. Strengthening Industry-Institute Interaction

- Progress on MOUs with industries was reviewed. Plans to increase internship opportunities and organize guest lecturers were finalized.

9. Quality Enhancement Strategies

- **Accreditation status updates (NBA):** Progress on fulfilling recommendations from previous assessments was reviewed. A timeline was set for the preparation of documentation required for the renewal of NBA accreditations for B.Tech. CSE & ECE programs and submission of compliance reports.
- **Ranking improvement:** Strategies for improving NIRF rankings were discussed, including strengthening research and alumni engagement.

10. Feedback Mechanism and Analysis

- Stakeholder feedback from students, faculty, and employers was reviewed. Specific areas for improvement in teaching-learning processes were identified.

11. Documentation and Reporting

- The Annual Quality Assurance Report (AQAR 2023-2024) preparation was discussed, and responsibilities for completing sections of the report were assigned.

12. Planning for the Next Academic Year

- Objectives and targets for the next academic year were proposed, including the finalization of the academic calendar and the organization of events like hackathons, technical fests, and FDPs.

13. Any Other Matters with the Permission of the Chair

- Suggestions for improving communication between departments were discussed.

Dr. Ch.Ramesh, IQAC Coordinator, proposed the vote of thanks. The next IQAC meeting is unanimously proposed in the month of March 2025. Coordinator- IQAC solicited the continued support of the members for sharing their rich knowledge and wide experience for furthering the mission of the IQAC.


IQAC Coordinator

Dr. Ch. Ramesh

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CC:

1. All committee members
2. Office


Chairman, IQAC & Principal

Dr. J. Appa Rao

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